FINAL CHECKLIST
JUNIOR
RESEARCH PROJECT

NAME _____

Final Checklist for the Research Paper -- This sheet should be in the front of your Research Paper. All items in the Final Draft MUST be in a *SINGLE DOCUMENT* in *THIS* sequence.
CHECK OFF EACH ITEM AS YOU PUT IT IN YOUR FOLDER/BINDER.

✔	RESEARCH COMPONENT	PTS POSS.	COMMENTS
	Introduction paragraph(s)	5	According to Instructions
	Paragraph #1	5	Final draft--all corrections made
	Paragraph #2	5	Final draft--all corrections made
	Paragraph #3	5	Final draft--all corrections made
	Paragraph #4	5	Final draft--all corrections made
	Paragraph #5	5	Final draft--all corrections made
	Conclusion paragraph(s)	5	According to Instructions
	Works Cited Page--minimum 4 sources Sources include: **BOOK** source, **WEBSITE** source, **INTERVIEW** source, **PERIODICAL** source (these are magazines, newspapers, journal articles etc. that would have come from INSPIRE.NET)	20	
	Use a sheet of colored paper as a divider.		
	Outline rough draft	5	
	Paragraph #1	5	
	Paragraph #2	5	**Rough drafts are your graded copies. Duplicate copies of your papers that were NOT graded are NOT rough drafts. Place all rough drafts in this sequence.**
	Paragraph #3	5	
	Paragraph #4	5	
	Paragraph #5	5	
	Use a sheet of colored paper as a divider.		
	Source Record	5	
	Sample of Research (your best sources)	10	
	Grammar/Mechanics	30	**These categories are for the content portion of you grade, no specific assignments.**
	Structure/support/context/organization PAPER MUST FOLLOW OUTLINE	20	
	TOTAL FOR THESE COMPLETED ITEMS	**150**	

(Merged into one document)

DON'T FORGET HOUSKEEPING ITEMS ON THE BACK SIDE OF THIS PAPER!!

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✓	HOUSKEEPING ITEMS	PTS POSS.	COMMENTS
	All items MUST be in the **requested sequence** as outlined on the front side of this sheet.	2	
	All items MUST be in a FOLDER or **THREE-RING BINDER**.	2	
	All components of the FINAL DRAFT *must* be merged into a **SINGLE DOCUMENT**.	3	
	PAGE NUMBERS- must be added according to MLA formatting standards, in the header section, with Lastname - # ex: Jones - 1	3	
	PAGE BREAK--Must be inserted within the document: • Between the conclusion and the Works Cited page	2	
	All portions of the body **MUST** follow the font requirements: • 12 point font • Times New Roman OR Arial • Use the **SAME** font throughout the paper • NO **Bold** or underline unnecessary *text* enhancements	3	
	All lines of the paper MUST be **double-spaced.**	5	
	TOTAL FOR THESE COMPLETED ITEMS	20	

☼ If any required item is missing, the research paper is considered INCOMPLETE and will NOT be graded.
Late deductions apply if a paper is returned due to missing items.

☼ **NO GRAPHICS** in the research paper
   • No pictures
   • No borders
   • No clip art

MY TOTAL POINTS _____

out of TOTAL POINTS   170   FINAL GRADE _____

BONUS POINTS

PENALTY PERCENTAGE

BONUS POINTS FOR EACH DAY EARLY/MINUS - 10% PER DAY LATE up to 50% off of earned grade